

**Montana Board of Realty Regulation**  
**301 South Park Avenue 4<sup>th</sup> Floor**  
**PO Box 200513**  
**Helena, MT 59620-0513**  
**PHONE: 406-444-2961 FAX: 406-841-2323**  
**E-MAIL: [dlibsdrre@mt.gov](mailto:dlibsdrre@mt.gov)**  
**WEBSITE: <http://www.realestate.mt.gov/>**

## **APPLICATION PROCEDURES FOR REAL ESTATE BROKER LICENSE**

**PLEASE ALLOW 10 TO 14 WORKING DAYS FOR PROCESSING AFTER RECEIPT OF ALL  
REQUIRED DOCUMENTATION**

### **LICENSING REQUIREMENTS:**

- Must be at least 18 years of age.
- Must provide evidence of completion of 10th grade from an accredited high school or equivalent.
- Must have completed an additional 60 hours of pre-licensing instruction from a school and instructor approved by the Board.
- Must have passed the Montana Broker Real Estate Examination with a score of 80% on the uniform portion and 80% on the state portion.
- Must have two years experience as a licensed salesperson.
- Must have completed the following required activity criteria within 3 years of the date of application:
  - Minimum of 30 residential real estate transactions; or
  - Minimum of 10 commercial, agricultural or farm & ranch real estate transactions.

### **FEES FOR LICENSURE (Check each that apply)**

- ☐ Even year \$200.00.
- ☐ Odd year \$ 100.00.
- ☐ \$35.00 Recovery Fee (If not currently licensed in Montana)

**\*Make check or money order payable to the Montana Board of Realty Regulation\***  
**DO NOT SEND CASH**

**APPLICATION PROCEDURES AND SUPPORTING DOCUMENTS:** The following information and/or documentation is required. **A license will not be issued until all materials are received and approved.**

1. Completed application form and fees.
2. Completed activity sheet(s). The activity sheets supplied by the board must be used. Additional copies can be made as needed. No other form or computer printout will be accepted.
3. A copy of completion of 10th grade, transcript, G.E.D. certificate, or college diploma or transcript or military discharge papers.
4. A list of employment for the past five (5) years by occupation, time employed, name & address of employer. Include periods of unemployment, semi-retirement, etc. Do not leave any time gaps in the 5-year history.
5. Proof of 60 hours of approved real estate broker pre-licensing education. Submit a copy of the completion certificate.
6. Copy of AMP test results.
7. An original certified license history from any licensing jurisdiction in which a current license or in which a license has been previously issued.
8. A 2x2 photo attached to the application form in the space provided.

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Applicant must attach a photograph of himself / herself. The photograph must have been taken within the last year

For Office Use Only  
 License # \_\_\_\_\_  
 Date Issued \_\_\_\_\_

**Application for Licensure as a Broker****Application is made for: (Check One)****Examination****Reciprocity****Application is made by: (Check One)****Waiver (Prior Approval Required)****Equivalency (Prior Approval Required)**

1. FULL NAME

Last

First

Middle

2. OTHER NAME(S) KNOWN BY

3. BUSINESS NAME

4. BUSINESS ADDRESS

Street Address

City and State

Zip

Country

MAILING ADDRESS (If Different)

PO Box #

City and State

Zip

Country

5. HOME ADDRESS

Street or PO Box #

City and State

Zip

Country

E-MAIL ADDRESS

WEB SITE ADDRESS

6. TELEPHONE

Business

Home

Fax

7. SOCIAL SECURITY NUMBER

FOREIGN ID NUMBER

Male

8. DATE OF BIRTH

Month/ Day/Year

AGE

PLACE OF BIRTH

City/State

Female

9. LICENSE NAME

(State your name as it should appear on the license if granted.)

10. TRUST ACCOUNT #

BANK NAME

BANK LOCATION

11. List all real estate broker examinations that you have taken and the results. Attached additional sheet if necessary.

State Taken In	Exam Date	Results

All applicants must answer the following questions. If you answer yes, give specific details (names of organizations, dates, reasons, and outcome) on a supplement sheet.

12. Have you ever been denied the right to take a licensure examination in any state?  
If yes, attach a detailed explanation. Yes No
13. Has a licensing agency ever taken adverse or disciplinary action against your license (certificate)?  
If yes, attach a detailed explanation. Yes No
14. Has your license (certificate) ever been forfeited or surrendered? If yes, attach a detailed explanation. Yes No
15. Has a complaint ever been made against you alleging unethical behavior or unprofessional conduct?  
If yes, attach a detailed explanation. Yes No
16. Has any legal or disciplinary action been filed against you which relates to the propriety or your fitness to practice this profession? If yes, attach a detailed explanation. Yes No
17. Have you ever been expelled from or asked to resign from any professional organization or been censured by a professional organization of which you were a member? If yes, attach a detailed explanation. Yes No
18. Have you ever been charged with or convicted of a crime (including a plea of no contest or deferred prosecution) relating to, or committed during the course of your professional practice, or involving violence, use or sale of drugs, fraud, deceit, or theft, whether or not an appeal is pending? You may omit: (1) traffic violations for which you paid a fine of \$100.00 or less and (2) charges or convictions prior to your 16<sup>th</sup> birthday. If yes, attach a detailed explanation. Yes No
19. Have you ever been charged with fraud, formally or informally, in any civil proceeding?  
If yes, attach a detailed explanation. Yes No
20. Have you any physical or mental condition which has in the past three years adversely affected your ability to practice this profession, including but not limited to, a contagious or infectious disease involving serious risk to the public? If yes, attach a detailed explanation. Yes No
21. Have you, within the last three years, used alcohol or any other mood-altering substance in a manner which adversely affected your ability to practice this profession? If yes, attach a detailed explanation. Yes No
22. Do you currently hold any type of license in Montana or another state? If yes, provide the following information: (Attach a supplement sheet if necessary.) Yes No

State/Province/Territory	License Number	Date Issued	Is It Current	Type of License

## AFFIDAVIT

I authorize the release of information concerning my education, training, record, character, license history and competence to practice, by anyone who might possess such information, to the Montana licensing program.

I hereby declare under penalty of perjury the information included in my application to be true and complete to the best of my knowledge. In signing this application, I am aware that a false statement or evasive answer to any question may lead to denial of my application or subsequent revocation of licensure on ethical grounds. I have read and am familiar with the applicable licensure laws of the State of Montana and instructions to applicants for licensing. I accept the rules and procedures outlined in these documents as the basis for my application.

I hereby declare that if a Montana Real Estate Broker's license is issued to me, I agree to conduct my Montana real estate business in Accordance with the laws of Montana and the rules of the Board of Realty Regulation.

\_\_\_\_\_  
Legal Signature of Applicant

\_\_\_\_\_  
Dated

Subscribed and sworn to by me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ at

\_\_\_\_\_  
City/State

\_\_\_\_\_  
Notary Public

SEAL

\_\_\_\_\_  
For the State of

My commission expires \_\_\_\_\_, \_\_\_\_\_.

**MONTANA BOARD OF REALTY REGULATON**

**SALES: COMMERCIAL/AGRICULTURAL/FARM & RANCH** – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING
- ✓ AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES.

SELLERS NAME	DATE LISTED	LISTING COMPANY/AGENT	PROPERTY ADDRESS	SIZE (# OF ACRES)	DATE LISTING EXPIRED
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I \_\_\_\_\_ hereby certify that the above information is true and accurate. I understand that any misrepresentation of the above information is providing false information to the board and may be grounds for license discipline.

Broker Signature

Date

SEAL

Subscribed and Sworn before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
City/State\_\_\_\_\_  
Notary Public\_\_\_\_\_  
For the State of

My commission expires on \_\_\_\_\_, \_\_\_\_\_

**MONTANA BOARD OF REALTY REGULATON**

**SALES: RESIDENTIAL** – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING

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Broker Signature

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\_\_\_\_\_  
City/State\_\_\_\_\_  
Notary Public\_\_\_\_\_  
For the State of

My commission expires on \_\_\_\_\_,

**MONTANA BOARD OF REALTY REGULATON**

**SALES: VACANT LAND** – THE FOLLOWING INFORMATION MUST BE PROVIDED BY THE SUPERVISING BROKER. MAKE COPIES OF THIS DOCUMENT AS NEEDED.

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- ✓ MUST BE THE AGENT WHO ACTUALLY SECURED THE LISTING

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For the State of

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**MONTANA BOARD OF REALTY REGULATION**

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- ✓ MUST BE WITHIN THE PAST THIRTY-SIX MONTHS
- ✓ MUST HAVE OBTAINED AND WORKED WITH THE BUYER
- ✓ AGRICULTURAL/FARM & RANCH MUST BE A MINIMUM OF 30 ACRES TO QUALIFY
- ✓ TRANSACTION MUST HAVE CLOSED

1. BUYERS NAME 2. SELLERS NAME	PROPERTY ADDRESS	1. LISTING AGENT 2. SELLING AGENT	CLOSING COMPANY	CLOSING DATE
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
2.		2.		
1.		1.		
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2.		2.		

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